



STATE OF TENNESSEE  
DEPARTMENT OF CHILDREN'S SERVICES (DCS)  
8<sup>th</sup> Floor, Cordell Hull Building  
436 Sixth Avenue North  
Nashville, TN 37243-1290

January 01, 2008

To: Private Providers

From: Department of Children's Services

Re: Policy Clarification – DCS Provider Policy Manual - 2008

***The following are modifications to the Provider Policy Manual (PPM) effective January 01, 2008. These changes will replace the sections identified in the Policy Manual, August 2007 and the addendum posted October 01, 2007:***

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**Page 62**

Chapter I. Core Standards, III. General Program Requirements, Section T. Client Information, Confidentiality, and Case Review, 10. i. Documentation/Progress Notes must be in the child's file at a minimum documenting:, page 62:

**Delete the following:**

- i. Monthly progress report/summary for all levels of care to be sent to the FSW and placement specialist;

**Replace with the following:**

- i. Providers must submit monthly summaries for all levels of care to the regional SAT coordinators and the TNCARE Advocates;

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**Page 62**

Chapter I. Core Standards, III. General Program Requirements, Section U. Provider Training Plans & Schedules. Page 62.

**Add the following and renumber subsequent sections:**

- U. Provider Training Plans & Schedules.

On or before July 01 of each fiscal year, providers are to submit training plans and schedules to: The Director of Director Private Provider Programs, Tennessee Center for Child Welfare.

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## Page 62

### Add the following and renumber subsequent sections:

Chapter I. Core Standards, III General Program Requirements, Section V. Permanency Plan.

- V. Agency should assist DCS with Permanency Planning, whenever possible, within the CFTM process as defined in the DCS Policy Manual 16.31.
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## Page 125

Chapter 5. Foster/Resource Care, O. Resource Home Reassessment (See DCS Policy 16.16)

### Delete the following:

- O. Resource Home Reassessment (See DCS Policy 16.16)

### Replace with the following:

- O. Resource Home Reassessment (See DCS Policy 16.8)
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## Page 146

Chapter 7. Continuums of Care, Section I. C.3. Documentation.

### Delete the following:

- C.3. Monthly progress reports and treatment summaries shall be completed for each child enrolled in the continuum program. Such reports shall be forwarded to the DCS family services worker and the regional resource manager.

### Replace with the following:

- C.3. Monthly progress reports and treatment summaries shall be completed for each child enrolled in the continuum program. Providers must submit monthly summaries for all levels of care to the regional SAT coordinators and the TNCARE Advocates.
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## Page 157

Chapter 7. Continuum of Care, Section II. Level II Continuum, G.2.e. Placement Types. Page 157.

### Add the following as item G.2.e.

- G.2.e. **In-Home Services.** A wide array of services offered to families and children placed with family members. These services are coordinated and include, but are not limited to services identified in the Permanency Plan as necessary to achieve permanency and stability for the child and family. Services must meet standards outlined in the Provider Policy Manual.

At least 75% of the children in out-of-home placement must be in family-based settings.

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## Pages 157-158

Chapter 7. Continuum of Care, Section II. Level II Continuum. B. Permanency Plan, Page 157 – 158.

**Delete the following in its entirety:**

Section B, Permanency Plan, pages 157-158 (items 1-12).

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## Page 162

Chapter 7. Continuum of Care, Section IV. Level III Continuum. D.1. Therapy, Page 162

**Delete the following:**

- D.1. **Therapy.** Requires direct services in the form of individual, group, and/or family therapy and treatment planning. For programs specifically serving sex offenders, therapy must address sexual perpetration issues in addition to meeting other therapy needs. Persons providing therapy must be appropriately licensed, certified, credentialed, supervised and must follow State health care provider licensing guidelines.

**Replace with the following:**

- D.1. **Therapy.** Requires direct services in the form of individual, group, and/or family therapy and treatment planning. For programs specifically serving sex offenders, therapy must address sexual perpetration issues in addition to meeting other therapy needs. Persons providing therapy must be appropriately licensed, certified, credentialed, or supervised and must follow State health care provider licensing guidelines.
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## Page 164

Chapter 7. Continuum of Care, Section IV. Level III Continuum. D.11. Adjunct and Specialized Services, Page 164.

**Delete the following reference to:**

Home County Case Manager

**Replace reference with:**

Home County Family Services Worker

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## Page 168

Chapter 7. Continuum of Care, Section IV. Level III Continuum of Care, G.5. Placement Types, Page 168.

**Replace G.5 with the following:**

**G.5 In-Home Services.** A wide array of services offered to families and children placed with family members. These services are coordinated and include but are not limited to services identified in the Permanency Plan as necessary to achieve permanency and stability for the child and family. Services must meet standards outlined in the Provider Policy Manual.

At least 50% of the children in out-of-home placement must be in family-based settings.

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## **Pages 169-170**

Chapter 7. Continuums of Care, Section V. Level III Continuum. B. Permanency Plan. Pages 169-170.

### **Delete the following:**

Section B. Permanency Plan, pages 169-170 (items 1-12).

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## **Page 198**

Chapter 11. Temporary Placement Facilities, C. 1. m. Transportation. Page 198.

### **Delete the following:**

#### C.1.m. Transportation

The agency maintains the responsibility for and must provide transportation to children in the detention center including transportation to all EPSTD appointments, court appearances, as well as emergency transportation for all medical and behavioral services. The agency may request that the FSW apply for flexible funding in order to assist with transportation. Transportation needs that exceed 150 miles round-trip from the agency site must be approved or not approved in the CFTM process.

### **Replace with the following:**

#### **C.1.m. Transportation**

The *private provider* agency maintains the responsibility for and must provide transportation to children in the detention center including transportation to all EPSTD appointments, court appearances, as well as emergency transportation for all medical and behavioral services. The agency may request that the FSW apply for flexible funding in order to assist with transportation. Transportation needs that exceed 150 miles round-trip from the agency site must be approved or not approved in the CFTM process.

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